



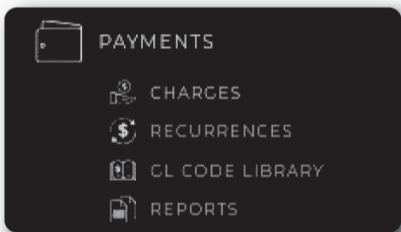
# HOW TO CREATE CHARGES



## 1 Main Menu Options

After logging into Power Admin, locate **Payments** on the left menu. Hover over it to reveal the following options:

- **Charges**
- **Recurrences**
- **GL Code Library**
- **Reports**
- **Bank Account**
- **Payouts**



## 2 Create Charges

### Accessing the Payment Module

**A** Click on **Charges** in the menu.

### Option 1 · One Time Charges

**A** Click on **New Charge** and Select the type of charge **One Time Charges**.

**B** Fill in the required fields:

**Assign Charge To:** Choose either:

**Unit:** Select the unit from the drop-down menu. This means that any person associated with the unit will be able to complete the payment.

**User:** Select the user from the drop-down menu. Only this one individual will be able to complete the payment transaction.

**Assign GL Code to Charge:** Select the appropriate GL Code.

**Title:** Enter the title.

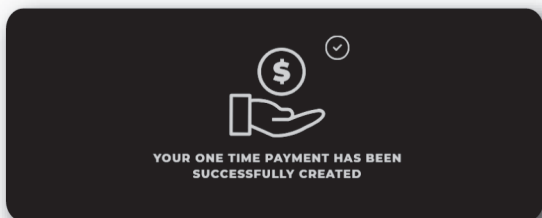
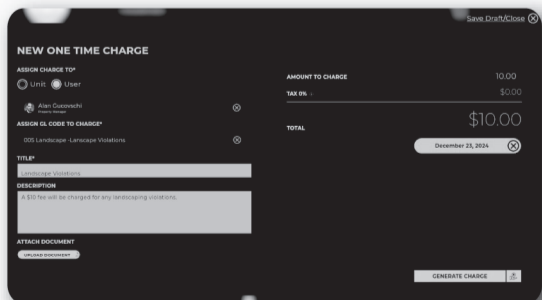
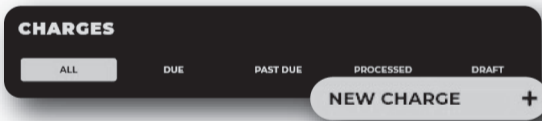
**Description:** Enter a description.

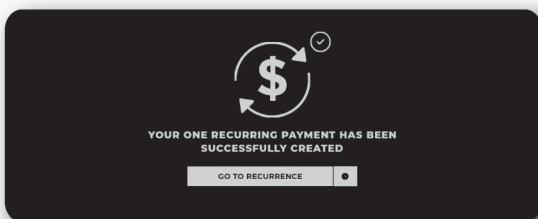
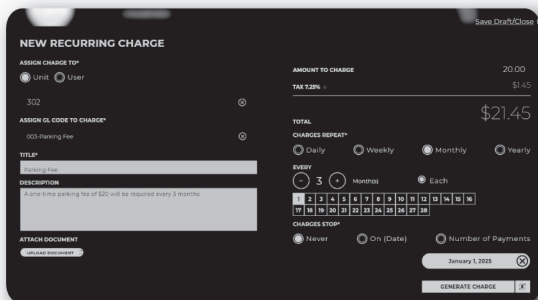
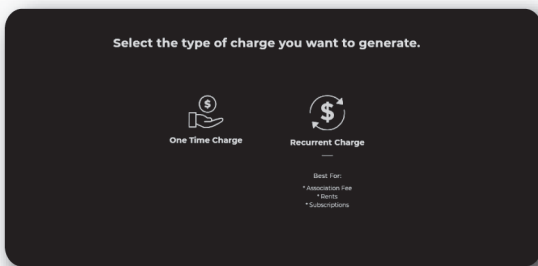
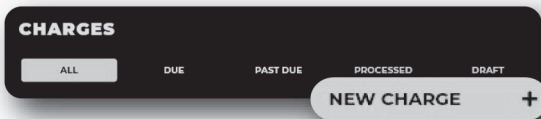
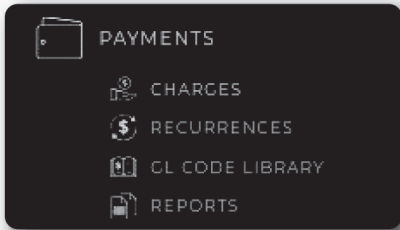
**Attach Document:** Upload any relevant documentation.

**Amount to Charge:** Enter the amount.

**Due Date:** Select the due date and click Done.

**C** Once completed, click **Generate Charge**.





## Option 2 · Recurring Charges

**A** Click **Recurring Charges**.

**B** Fill in the required fields:

**Assign Charge To:** Choose either:

**Unit:** Select the unit from the drop-down menu.

**User:** Select the user from the drop-down menu.

**Assign GL Code to Charge:** Select the GL Code.

**Title:** Enter the title.

**Description:** Enter the description.

**Attach Document:** Upload any relevant document.

**Amount to Charge:** Enter the amount.

**Charges Repeat:** Select the frequency (Daily, Weekly, Monthly, or Yearly). Then, choose how often (e.g., Every 2 months, Every 4 months).

**Each:** Select a specific day (e.g., the 3rd of each month).

**Charges Stop:** Choose one of the following:

**Never:** Charges will continue indefinitely.

**On (Date):** Choose an end date from the calendar.

**Number of Payments:** Select the number of times this charge will occur.

**First Due Date:** Select when the first payment should be made.

**C** Once completed, click **Generate Charge**.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at [support@onrapp.com](mailto:support@onrapp.com)